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Goals	Accomplishments/Comments
Business Planning Work Force	 A. Refine five-year business plan out to 2006. The Department submitted the fiscal year 2001 budget to OMB. The process to acquire additional lease space at 1001 North Central has begun. County Air Quality and Trip Reduction Programs will utilize the additional space. Revenue for Environmental Health and Air programs is ahead of projections. A. Work load analysis.
Management	 Community Services key volume indicators and workflow are evaluated and adjusted by management and staff on a monthly basis. During this quarter, productivity measurements for Environmental Health Division (EHD) programs were modified. The new productivity measures are designed to track food establishment inspections by priority, giving more credit to inspections conducted in high priority facilities. The EHD Quarterly Productivity Report shows a rating of 106%. The Air Quality Division has received a commitment letter for two additional power plants. There are now 9 new power plants proposed for Maricopa County. This is causing a significant workload increase for the major air quality source permitting program.
	 B. Job satisfaction. □ Seven job satisfaction survey completion sessions were implemented this quarter. Additionally, employee awards were distributed at our February All-Hands meeting for the Department Employee of the Year, Employee Team of the Year, and Division Employee of the Year. Employees and teams achieved these awards according to their exemplary Department achievements between January 1999 and December 1999. □ Community Services Job Satisfaction Committee meets monthly to recommend ways to improve communication within the department. "Kudos" awards are presented to employees on a monthly basis. Awards include: movie tickets and discount certificates for merchandise. □ The Environmental Health Division Job Satisfaction Committee met on January 6, 2000 and March 2, 2000. Additional Spanish dishwashing stickers were requested and car identification signs were addressed. Car signs have been ordered and received by the Division. Other topics discussed were updated phone and pager lists, RIS Manual, carpooling, and the Foodborne Investigation program. □ The Water/Waste Management (W&WM) Division continues to give "Spot Awards". Recipients are nominated by fellow employees. □ Air Quality administration conducted a job satisfaction "Brown Bag Luncheon" to discuss current concerns with staff. C. Supervisor training. □ Seven department supervisors attended and completed the Maricopa County Management Institute. □ All Department employees are required to complete a minimum of 16 hours of training. Training plans have been developed and implemented for Division Management.

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D. Employee training.

- □ On March 23rd, the Department conducted an orientation class for all employees hired within the past three months.
- ☐ In-house training classes this quarter included: Workplace Professionalism, Microsoft Outlook, and the Roth IRA.
- Training plans have been developed for staff. Plans are evaluated on a quarterly basis and discussed with staff at annual review.
- □ A special "smoke school" session was scheduled for the new air inspectors and all were certified.
- ☐ The development of an in-house training manual for Air Quality Dust Control inspectors was completed.
- Small and large source inspectors attended training for the new EPA standard for secondary aluminum melting.
- Leading Edge gave a training session relating to automotive coatings to Air Quality staff.
- Staff attended "Small Drinking Water and Wastewater Systems International Symposium Technology Expo" in Phoenix.

E. Emotional commitment.

- Community Services staff participate in a number of programs that benefit the community such as Boy/Girl Scouts, Bike to Work Week, United Way, Youth Soccer, Earth Day, Habitat for Humanity, and Arizona Humane Society.
- An Air Quality staff participated as a judge in the 4th Annual Fresh Air Science Fair held at Phoenix College.
- Air Quality staff gave three presentations to schoolchildren.

F. Safety.

- On March 30, 2000, the Department Safety Committee met and discussed fire plan revisions, including updates to the current warden and sweeper list. Additionally, CPR/First Aid, Hazardous Communication and Violence in the Workplace training occurred during this quarter.
- The W&WM Division is completing the final phase of equipping employees and assuring that employees have appropriate safety equipment.
- Medical monitoring continues for the asbestos unit and for some staff in the source testing and earthmoving units.

3. Technical Capacity Development

A. Enhance communication with public.

- On February 4, 2000, the Environmental Health Division and Channel 12 held a Call-A-Thon and chat room. A total of 250 calls were received, 20 citizen complaints taken and 8,000 pages of Internet activity.
- The W&WM Division is exploring the use of rotating telephone lines to improve communication ability when dealing with incoming calls.
- Air Quality staff attended a quarterly meeting with ADEQ to discuss new sites and placing ozone data on the EPA Ozone Mapping website.
- □ W&WM Division staff and management continue to collaborate with representatives of the Department's Business Services Division and staff of other County Departments regarding the establishment of "One-Stop-Shop" approaches to serving clients and improving functionality in a cost efficient manner. The system is scheduled to become operational at the Department on

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	April 17, 2000.
	B. Expand EMS department-wide. ● □ The W&WM Division staff received training in the use of the new on-site wastewater disposal portion (ISDS) of the Department's centralized information management system (EMS). Use of the new ISDS portion of EMS began in February. The move of other Division programs to EMS is planned.
	 C. Develop department-wide GIS capabilities and improve technology tools. W&WM ISDS inspectors have begun to record GPS derived Latitude/ Longitude data in the EMS. Research into possible ways to improve GPS data accuracy is ongoing. Air Quality staff attended a meeting conducted by Facilities Management on their computer mapping of all County-owned property. Air Quality staff added new drafts of rules and updated and maintained rules schedule on the webpage. Air Quality staff updated the emissions inventory website to include new forms, instructions, help sheets and other reference materials for completing 1999 annual surveys.
4. Customer Perception	 A. Customer service surveys. The Trip Reduction Program and Small Business Environmental Assistance Program (SBEAP) conduct on-going random surveys of customers to identify areas of success and areas that require improvement on a monthly basis. Twenty-two surveys were distributed in the third quarter. The programs received an overall exceptional rating from our customers. The Environmental Health Division has received 177 customer service surveys. Only 2 included negative responses. The W&WM Division continues to distribute customer service surveys at the public service counter. Response has been positive. Air Quality staff continued to distribute earthmoving surveys at the counter and at regulation workshops.
	 B. Educate the customer (public). □ Promotions were done for the seminar sponsored by SBEAP in conjunction with AAI, which resulted in 75 attendees. □ Courtney James, Public Information Officer (PIO), arranged for a call-a-thon and online chat with KPNX Channel 12 and the Arizona Republic on February 4. Viewers called in and spoke to Maricopa County EHS's during the 5 and 6 p.m. newscasts about restaurants and food safety issues. About 150,000 people saw the reports at 5 p.m. and 250,000 people saw the stories at 6 p.m. In both shows, the viewership spiked up in the second half-hour when the reports aired. □ There were a total of 8,094 hits on the KPNX internet site during the aired phone bank. Our inspectors were there until after 7 p.m. taking calls and they finally just shut down the phone lines. Same with the chat room. Each call ran about 5 minutes or so because people were asking to have 5 and 6 restaurants looked up. □ The PIO arranged for 11 environmental health segments that aired between January and March 1 on Channel 10 Fox files at 5 p.m. each Thursday. An

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EHS is interviewed for each segment.

- ☐ The Department announced the new dust policy on February 29th sending out specifics in a news release.
- □ The Department designed the "Tap into Quality" website that includes rotating themes on the opening page, calendar of events, links to cities consumer confidence reports, on-line survey, on-line speakers bureau, and video and radio sound bites in English and Spanish. Mesa will be hosting the site, which is www.tapintoquality.com. More than 300 "Tap into Water" quality water bottles were distributed during the first weekend of the Residential Retirement Lawnmower Program with information flyers. The Public Services Announcements for radio were written and produced in March. They will air on KESZ, KOOL, KMLE, KKLT and KNAI (Spanish) beginning April 5th through the 23rd. The video was recorded on March 14th in both Spanish and English. It will run on Channel 11 in April.
- A new more informative website was designed for the drinking water program and a free drinking water testing campaign was developed in March to kick-off for National Water Awareness Month in April.
- Three special Spanish segments were developed and aired regarding food safety. We are in discussions with Channel 33 regarding an ongoing segment on food safety in the community.
- □ The PIO arranged for 41 television, 35 print, 3 magazine articles and 3 radio interviews. Al Brown, Department Director participated in one press conference with the County Attorney over the creation of the new Community Action Bureau. The major media pieces for the quarter include: an in-depth piece in the Arizona Republic on where the healthiest place is to live; the two-page Tribune story on air quality; the Channel 8 Horizon Show regarding vehicle repair and retrofit; and a new segment on restaurant inspections that appears every Friday in the Arizona Republic. It kicked-off with seven pictures of our inspection process and the franchise piece with Channel 10 that airs every Thursday at 5 p.m.
- ullet 30,000 hits on the internet site and 316,000 internet pages were provided to the public via the internet.
- Richard Polito, SBEAP Program Manager, continues to be an active member of the City of Scottsdale Green Building Committee and is on the Board of Directors for Arizona Clean and Beautiful. SBEAP is active in the ASU Dust Devil Academy in partnership with ADOT and Del Webb, AZ Association of Industries, Paradise Valley Community College Programs relating to dust control education and Earth's 911-EMPACT grant.
- ☐ The SBEAP program continues to host ongoing pollution prevention and permitting workshops for industry.
- □ The SBEAP homepage is constantly enhanced to include new programs and pertinent information. The website now offers on-line registration for upcoming workshops and on-line surveys to receive immediate feedback about the website and SBEAP services.
- □ The Environmental Health Division is currently working with <u>Waste Not Want Not</u> to be properly permitted and ensure they are following proper food safety practices.
- □ The W&WM Division Manager, John Power, continued to work during this quarter to inform members of the public, legislators and the Uniform Plumbing Code Commission of appropriate modification to the proposed state code so as to bring about a protection of public health at a reasonable cost.

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	 Senior Civil Engineer, Dale Bodiya, is serving on several committees which are meeting as part of the process of developing new rules for Arizona's Unified Permit process. Once adopted, the new rules will be used by the Arizona Department of Environmental Quality in administration of its water and wastewater programs. □ Air Quality staff participated in the Paradise Valley Community College course on reducing air pollution from construction. □ Air Quality staff added press releases and other news to the SBEAP and Department webpages as needed. □ Air Quality staff did a presentation to approximately 70 contractors and employees of Hardison/Downey Construction Inc. regarding Rule 310 and dust control (part of a Consent Decree settlement). □ Air Quality emissions inventory staff began a series of weekly workshops to help permitted businesses complete their annual emissions reports. □ Staff from air quality permitting, inspections, and emissions inventory organized a workshop on air pollution issues for the cultured marble and fiberglass industry. Approximately 40 county businesses, manufacturers/ suppliers and County staff attended. □ Air Quality staff did a presentation to 70 people of the Valley Paving Association regarding Rule 310 and dust control. □ Updated the carbon monoxide and PM10 forecasts on the website daily and the CO week in review chart weekly. □ Air Quality staff met with Pinnacle West about possible VOC offsets. □ The Director sent a letter to cities and valley businesses and environmental organizations providing a status report on the revised PM-10 State
5. Service Delivery	Implementation Plan. A. Provide food safety and general environmental health services:
	 The following are inspection statistics on food safety and general sanitation services for the quarter: Food Related Inspections Foodborne Disease Investigations Family Day Care Inspections Swimming Pool/Therapy Inspections Other Inspections The following Environmental Health enforcement actions were taken during the quarter: Cease and Desist Orders Permit Revocations Citations Swimming Pool Closures Condemned Food 13,032 pounds
	 B. Provide water and wastewater services. Swimming Pool activities for the quarter: Plans Submitted 31 Rough Inspections 86 Final Inspections 299 Complaints Investigated 8 Variance Pool Activities for the quarter:

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	Variance Pool Inspections 299	
	·	
	Complaints Investigated 0 Special Investigations 1	
	Legal Actions 0	
	Other/Survey 9	
	Pool Plans Reviewed 10	
	Closures 1	
- Onei		
• Onsi	te Wastewater activities for the quarter:	
	Permits Issues 833	
	Inspections 905 Site Inspections 456	
	Well Approvals 134 Citations Issued 1	
	Complaints Investigated 21	
a In fic		
• In-tie	Id and in-office Drinking Water activities for the quarter: Water System Inspections/Reinspections Conducted	28
	Site Inspections Conducted	134
	Water Treatment Plant Inspections/Reinspections Conducted	0
	Complaint Investigations Conducted	12
	New Drinking Water Source Reviews Conducted	4
	Compliance Status Reviews Conducted	27
	Site Sampling, Backflow Prevention, Emergency Operations	21
	Plan Reviews Conducted	14
	Reduced Monitoring Reviews Conducted	11
	Certificates of Approval to Construct Issued	2
	Certificates of Approval of Construction Issued	1
• □On F	ebruary 16, 2000, the Board of Supervisors adopted revisions to	-
	he Maricopa County Environmental Health Code regarding drinki	
quali	, ,	ng water
·	Review activities for the quarter:	
- Figure	Water Line Plans Reviewed 202	
	Wastewater Line Plans Reviewed 163	
	Reuse Line Plans Reviewed 3	
	Water Well Plans Reviewed 0	
	Booster Station Plans Reviewed 4	
	Wastewater Lift Station Plans Reviewed 4	
	Water Storage Tanks (Low Pressure) 3	
	Water Storage Tanks (High Pressure) 3	
	Certificates of Approval to Construct 48	
	Certificates of Approval of Construction 25	
	Alternative On-Site Disposal Systems 5	
• Wate	er and Wastewater Treatment program section reports the following	ng for
	ewater treatment plant-related activities for the quarter:	J
	New Project Plans Submitted 4	
	Plans Approved for Construction 3	
	Treatment Plants Inspected 4	
	Approvals to Construct Issued 0	
	Approvals of Construction Issued 0	
	Projects Approved 2	
	Treatment Plants Inspected 4	
●□ Wat	er and Wastewater Treatment program section reports the follow	ing for
	• - •	

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<u></u>	Tomicinal Oct vioco Department, Albert Brown Birestor
	water treatment plant-related activities for the quarter:
	New Project Plans Submitted 3
	Plans Approved for Construction 2
	Projects Approved 2
	Treatment Plants Inspected 2
	Approvals to Construct Issued 2
	Approvals of Construction Issued 2
	Approvais or construction issued
	C. Provide vector control and solid waste services.
	The Vector Control and Solid Waste Programs report the following for the
	three month period:
	Mosquito Breeding Sites:
	Inspected 5,546
	Active Breeding 611
	Treated 314
	Adulticiding Operations:
	Mosquito – Number of Areas 0
	Total Acreage 0
	Fly - Number of Areas 0
	Total Acreage 0
	Inspections (Permit-related):
	Garbage Hauler 231
	NonHazardous Liquid
	Waste Hauler 39
	Landfill 2
	Citizen's Complaints:
	Vector - Taken 76
	Investigations 115
	Solid Waste - Taken 9
	Investigations 9
	· ·
	D. Provide air quality control services.
	The following are air quality permitting and compliance statistics:
	Proposed permits & public notices 168
	Large Sources Inspected 10
	Small Sources Inspected 397
	Test Protocols Reviewed 26
	Test Reports Reviewed 6
	Source Tests Observed 24
	O&M Plans Reviewed 8
	Asbestos Inspections 78
	Earthmoving Permits Issued 724
	Burning Permits Issued 82
	Tanker Truck Cert. Decals Issued 49
	Woodburning Exemptions Issued 265
	Complaints Investigated 579
	Notices of Violation Issued
	 On February 16, 2000, the Board of Supervisors adopted revisions to the
	Maricopa County Fugitive Dust Rules. This was a necessary step to gain EPA
	approval of our PM-10 State Implementation Plan.
	●□On March 15, the Board of Supervisors approved Bule 290 (Eace) to make

• □ On March 15, the Board of Supervisors approved Rule 280 (Fees) to make

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	minor procedural changes to the fee collection process for large sources and for sources requesting accelerated permit processing. Output O
	 Community Services Division Quarterly Statistics Sites surveyed: 803 TRP Plans Approved: 407 Onsite Visits: 180 Monitoring Calls: 58 Summary Analysis: 625 GIS Special Requests: 53 Data Requests: 11 Complaints Management Calls Received: 7,252 SBEAP Technical Assistance: 459
	Valley Metro-RPTA Statistics: Employers Technical Assistance: 582 Plan Implementation: 120 Events and Presentations: 18 Oluntary Vehicle Repair & Retrofit Program: 1,560 vehicles have participated in the program to date. The program has reduced 400 metric tons of pollution at a cost of approximately \$580 per metric ton. Valley Metro-RPTA: Community Services staff continues to coordinate with RPTA and TRP Task Force in determining the services provided to TRP employers. TRP staff provides input on employer assistance offerings, training and materials. Lawn and Garden Equipment Emissions Program: The most recent residential lawn and garden equipment replacement program was held on March 24-25 and March 31 and April 1, 2000. 1,500 mowers and 300 handheld equipment
6. Legislative Issues	 were replaced. The program is scheduled to conclude on April 8, 2000. A. Recommend statutory changes to the Board of Supervisors as necessary. Bill Kicksey, Community Services Division Manager, was an active participant in this year's legislative session. SB2104 (Omnibus Air Quality Bill) passed. The Air Quality Division Manager, Steve Peplau and the Department Director
	attended the Senate subcommittee hearings for environmental bills, especially

SB1439 (Administrative Penalties); SB1480, Regulatory Reform, SB1284, Fees

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for Regulatory Reform. • □ The Director testified in favor of bills related to clean burning diesel, alternative fuel vehicles and funding for risk assessment at the AZ Department of Health
Services. • □ The Department reviewed 55 bills.

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